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PAUL W. RAINWATER
COMMISSIONER OF ADMINISTRATION

State of Louisiana
Division of Administration
Office of State Uniform Payroll

June 08, 2011

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2011-47

TO: All LaGov HCM Paid Agencies

FROM: Andrea P. Hubbard
Director

SUBJECT: Twenty-Seven (27) Pay Periods in Fiscal Year 2012

On June 1, 2011, the following listserv message regarding 27 pay periods in FY12 was sent from this office to members of the LaGOV HCM Employee Administration listserv.

"As you are aware, FY12 contains 27 pay periods instead of the normal 26 periods. Agencies who have employees whose salaries are set in statute (e.g. elected officials), will be required to make adjustments to avoid salary overpayments. It is recommended that the annual salary be recalculated to be spread over the 27 pay periods. In making this change agencies should copy the basic pay record (IT0008) and enter a begin date of 6/13/2011 and an end date of 6/24/2012. When you save the record in this fashion, you will get a warning message of "Record XX/XX/XXXX - 12/31/9999 exists and is split."

If agencies are considering an alternative method to adjust for the 27 pay periods please contact OSUP to discuss. Agencies who have contract teachers should also review contracts and determine the impact of the 27th pay period on contract payments. Agencies should contact the OSUP Benefits and Financial Administration Unit by email at _DOA-OSUP-BFA@la.gov for assistance with these pay adjustments for FY12. Changes must be in place on or before 6/13/2011."

Since this message has generated several questions from agencies, this memo is being issued to address the following:

1. Twenty-seven (27) pay periods occur in a calendar year or fiscal year every 10-12 years. The most recent 27 pay period calendar year was 2009 and fiscal year was 1999-2000.

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2. When this occurs, employees work and are paid for work performed for 27 full pay periods. This is not an "extra" paycheck.
3. Agency budget and fiscal offices are aware of the 27 pay periods in FY 12, as the additional funding has been included in the FY12 budget currently being considered by the legislature.
4. Regarding the listserv message, refer to Revised Statute 36:10 for salary limits for statewide elected officials. Agencies should be aware of any additional employees whose pay is limited or specifically cited in statute. In addition, agencies should review the salaries of employees who have contracts to determine if adjustments are necessary. These two categories of employees are the only employees who may require a recalculation of their biweekly pay for FY12. All other employees will be paid as usual. Agencies should consult their legal counsel for guidance, as necessary.

Questions should be directed to a member of the OSUP BFA Unit at _DOA-OSUP-BFA@la.gov or (225):

Brandy Boyd	342-5354	Jodi Bullock	342-5345
Michelle Richmond	342-5357	Jessamy Charette	342-5344
Desiree Jefferson	342-5377		

APH/pbh